

Post Award Changes | Prior Approval Requirements

As a Federal grant recipient you may need to modify your grant award or other aspects of your approved application during the period of performance to accomplish certain programmatic objectives. This is defined as a Post Award Change. Prior approval is required for a number of circumstances that are outlined in Section # 11 of the Department of State (DOS), Standard Terms & Conditions of your Notice of Award. When prior approval is required, it must be requested no later than 30 days before the proposed change.

When submitting requests, include the grant number, grantee organization name, grantee address, telephone number, fax number, and e-mail address. The request must have the signature of an authorized official of the grantee organization as well as the project director. Additionally, the grantee will be responsible for any internal distribution of the request.

Approval of the request may be granted by the Grants Officer only in the form of a revised Notice of Award. **No other written or oral approval should be accepted and will not be binding on DOS.**

Listed below are the most common of the Post Award Changes which require prior approval.

- Change in Key Personnel
- Budget Revision Request
- Change in Level of Effort Request
- Change in Scope Request
- No-Cost Time Extension Request

All Post Award Requests can be submitted by mail, fax, and or scanned and sent via email to your Grants Administrator. **NOTE: A scanned and emailed document will be processed more timely and is preferred.**

Fax: 202-776-8445

If mailed send to your Grants Officer at the address below:

U. S. Department of State
Office of Middle East Partnership Initiative
Division of Grants Management
NEA Mail Room B861
2201 C Street NW
Washington DC 20520

Requests are typically processed within 30 business days after receipt of final documents. Incomplete requests will delay the processing procedure.